

# IBM Software Demos

## WebSphere Portal Productivity

### <Portal Document Manager script:>

In this demonstration, you will see how IBM WebSphere Portal's Document Manager and Productivity Components let users easily work with common documents such as spreadsheets, presentations and rich text files without the need for expensive desktop applications.

(0:21)

**John Smith**, in JK's sales department, opens an e-mail from his manager, **Jan Brown**, informing him of new documents in the Document Manager repository. Jan also attached an **Excel** spreadsheet highlighting results from a recent sales contest.

(0:36)

John detaches the spreadsheet and then opens the Portal Document Manager page. Navigating down the hierarchy to the team's empty Sales Campaign folder, he uploads the Excel spreadsheet into PDM, which will store it in the Document Manager Repository, located in a database.

(0:55)

IBM WebSphere Portal's **Document Manager**, provides centralized document storage, user defined folder hierarchies, workflow, and version management services.

(1:07)

WebSphere Portal's Productivity Components are embedded editors for rich text, spreadsheets and presentations. Productivity Components are integrated with PDM, allowing authorized users to view, create and edit these document types from their browser.

(1:24)

John uses the **Automatic Sum** button to calculate the team's bonus total and uses standard spreadsheet features to format the results, including numeric formatting, cell alignment, text emphasis, and text color.

(1:43)

John uses a special function to display a picture of the sales contest winner. This function allows him to reference an image file on the web site from his spreadsheet. After specifying the image url, he adjusts the row height to accommodate the picture.

Finally, John selects the **Calculator Preview** mode to display the completed spreadsheet.

(2:09)

When John closes the spreadsheet editor he is reminded to save his changes to the server, so other members of his team may access this new document.

(2:18)

Portal Document Manager uses the **Portal Search Engine** to allow users to search on document content, title or description. John uses the Portal Search to find the documents Jan mentioned in her note, using search words he recalls from earlier drafts.

IBM Software Demos  
WebSphere Portal Productivity

(2:36)

Searching for the word “**market**”, John finds the **Business Review Charts** presentation and copies it to the **Sales Campaign** folder.

Searching for the word “**golf**”, he finds the **JK Sports Promotion** rich text document and copies it as well.

(2:52)

Even though both original documents were shared for read-only access; his copies will be fully editable.

(2:59)

John is ready to review the new documents. First, he edits the presentation using the **Presentation Editor** Productivity Component.

(3:08)

PDM documents are organized in folders within projects. In this project, new and changed documents are available to other users immediately. In other projects, John’s team uses a **built-in workflow** to step the documents through an approval process. They also use the **built-in security**, to control access to the team’s documents and to manage the viewing privileges.

(3:35)

While reviewing the presentation John notices that the **slide master** for the agenda does not match the rest of the presentation. John proceeds to change the agenda’s slide master to match the other slides and changes the agenda **bullets** to numbers, matching the page numbers on the presentation.

(3:53)

John exits the presentation saving his changes.

(3:58-4:02)

Finally, John edits the **Special Promotion Sale** web page using the rich text editor. He doesn’t like the visible table borders and decides to hide them. Common editing functions can be done via the editor’s menus and buttons but John wants to access the source directly. He presses the **Source Mode** button and changes the tables border width to 0. Returning from **Source Mode**, he views the updated table, then exits and saves the rich text document.

(4:39)

The Productivity Components, included with Portal version 5, provide functions that are useful to a typical business professional. Using these components can significantly reduce the costs of purchasing, installing and maintaining full function client software for every business professional, while office staff can continue to use the full function client software.